

- (1) Differences in reporting periods.
- (2) Non-receipt of basic records in the interested offices.
- (3) Delays in receipt and delivery of forms for accounting purposes, especially at the end of each month.
- (4) Lack of full coordination by the offices concerned.

Procedures have been established for requesting and reporting security clearances (Exhibit C) which will eliminate these difficulties.

In the process of being "tested" prior to adoption of finalized forms.

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e. The system for controlling case files is being standardized, in order to eliminate unnecessary controls, logs and records. A standardized 3x5 case control card for use by the Operations Staff, Special Referral Group, and field offices has been designed and is in the process of being reproduced. The basic information, such as name, pseudo number, date case was received in the Inspection and Security Office, requestor, case number and type of case will be reproduced on the card by the [REDACTED] through the use of a "Ditto Master", and the required number of control cards will be forwarded with the case to the Operations Staff, Special Referral Group, and the field offices. This will eliminate unnecessary typing by the operating elements of the Inspection and Security Office and therefore expedite processing of cases.

In the process of being "tested" prior to adoption of finalized form.

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f. At the present time, control and statistical information is being typed on blank 3x5 cards and other informal records by the [REDACTED]. A 5x8 Special Security Division statistical control card for recording this information has been designed and is in the process of being reproduced. This will not only simplify the control and recording procedures, but will also result in more accurate reporting.

Being analyzed.

g. The internal operational reports being prepared in the Special Security Division are being analyzed for possible consolidation. Also consideration is being given to the submission of certain of these reports weekly, instead of daily. Revised reporting forms are now in the process of being prepared.

Accomplished by I&S.

h. The space occupied by the Inspection and Security Office at 2210 E Street was most inadequate since it could not be properly utilized from a work flow standpoint. This has been corrected since the space now occupied in Building I permits proper utilization and provides an excellent work flow with a minimum of transportation time.

Recruitment
Requests
and T/O
being
processed.

i. A shortage of clerical personnel in the [REDACTED] [REDACTED] has caused considerable overtime expenditure and also caused backlogs. This shortage has been due to both recruitment difficulties and lack of T/O vacancies. A revised T/O has been submitted by the Inspection and Security Office requesting the necessary positions.

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Action to be
initiated to
procure
additional
space and
equipment.

j. The agents assigned to the Special Referral Group-CE who are located in L Building do not have adequate working space since five agents occupy a very small room (approximately 7x10 feet) which can be entered only through a larger room used for a "coat room" and for microfilming records. It is recommended that action be initiated to provide adequate space in L Building for these agents. The space to be assigned should be as close as possible to the IID file room in order to reduce transportation time. In addition, it is necessary for the agents to prepare reports in longhand (approximately 400 per month, averaging 4 or 5 pages each) since neither stenographers nor dictating equipment are available for their use. If they were available, they could not be properly utilized because of the inadequate space. It is further recommended that as soon as adequate space has been provided, dictating machines be procured for the agents. This would not only result in proper utilization of skills but would also expedite clearances.

Being
analyzed.

k. The Chainindex which is now being used by both [REDACTED] for recording references is very difficult to operate and most time consuming. An analysis is being made to determine the most efficient type of equipment to use for this purpose.

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Being
analyzed.

l. The use of IBM equipment for statistical reporting and control purposes and other types of office machines by the Inspection and Security Office is being studied. The results of this analysis will be submitted in subsequent progress reports.

Accomplished
by I&S.

m. In June 1951, the [REDACTED] was brought under the Office of Origin system of investigations which was already being used by all other Special Security Division field offices. Under this system the field office designated as the Office of Origin is responsible for the complete investigation of a given case. This reduces the number of reviews on each case by Headquarters, Special Security Division, and thus not only saves man-hours, but also expedites the processing of cases. Another major result of this is that under this system, in case of national emergency, Headquarters for Inspection and

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Security Office investigative activities could be established immediately in any other location within a matter of a few days.

This is
being
further
analyzed.


n. The Security Officer held meetings with OPC and OSO during the week of 22 July 1951 to make necessary arrangements for expediting the processing of provisional operational clearances. At these meetings, the following was agreed upon and is now in effect:

(1) OSO and OPC have standardized request forms to better facilitate preparation, routing and reviewing of requests.

(2) Background data for CIA indices check is now typed on a colored form by the Inspection and Security Office. This colored form immediately identifies the case as one to be handled ahead of all other cases in the Inspection and Security Office and in IID, OSO. In connection with the IID check, OSO has guaranteed one-day service for these requests.

(3) After the colored forms have been searched against CIA indices the results are immediately telephoned to the requestor.

2. It is desired to point out that the personnel in the Inspection and Security Office have not only cooperated whole-heartedly in the conduct of this study, but have also contributed materially to the results achieved.



Advisor for Management

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Enclosures: Exhibits A, B, C.

4 pages
26 July 1951

MEMORANDUM FOR: Personnel Director
Chief, Administrative Services
Assistant Deputy (Inspection and Security)

SUBJECT: Procedure for Routing and Processing Security Requests.

Effective 1 August 1951 one copy of Form No. 38-1, Personal History Statement, will be transmitted from the Personnel Office at the time security clearances are requested of Inspection and Security for applicants selected for appointment. The request for security clearance, together with the materials accompanying the request, will be routed in accordance with the procedure outlined as follows:

1. Form No. 37-104, Request for Security Clearance, will be prepared by the Transactions and Records Branches of Personnel Division (Overt) and Personnel Division (Covert) in accordance with existing instructions.
2. Two envelopes will be prepared and addressed by the Transactions and Records Branches, as follows:
 - a. Envelope No. 1 will be addressed to Personnel Security Branch, Room 2516, I Building.
 - b. Envelope No. 2 will be addressed to the person responsible for handling security requests and controls within the initiating Transactions and Records Branch.
3. The following material will be inserted in the envelope (Envelope No. 1) addressed to the Personnel Security Branch.
 - a. A transmittal list, containing the names of the individuals for whom security clearance is requested showing also the type of clearance requested, and the serial request number shown on the Form No. 37-104.
 - b. The original of Form No. 37-104 prepared for each person included on the transmittal list; all Forms No. 37-104 will be placed together in a sealed envelope.

c. A Form No. 38-1, Personal History Statement, for each individual listed.

d. An Appendix I for each person listed.

e. Two photographs for each person listed (last name of person written on reverse side of each photograph).

f. If applicable, requests for waivers, exceptions to [REDACTED] memoranda from operating officials requesting special clearances and other appropriate documentary material which should be forwarded to Inspection and Security.

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4. Envelope No. 2 (addressed for return to the Personnel Office) will contain only a carbon copy of the transmittal list.

5. A single set of envelopes, Nos. 1 and 2, will be prepared by each Transactions and Records Branch for transmittal once each working day. The envelopes will be delivered by Personnel Office messengers to offices designated by the Reproduction Division for relay to the reproduction plant in [REDACTED]

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6. The Reproduction Division will remove all Personal History Statements forwarded in Envelope No. 1 and prepare six photostatic copies of each Personal History Statement; the original and five photostatic copies of the Personal History Statement will then be enclosed in Envelope No. 2 and forwarded to the Personnel Security Branch of Inspection and Security.

7. The Reproduction Division will insert one photostatic copy of each Personal History Statement in Envelope No. 2 and will return this envelope to the Transactions and Records Branch from which it was originally received.

8. The operations performed by the Reproduction Branch will be handled in accordance with such schedules as will ensure the receipt of Envelopes Nos. 1 and 2 by Inspection and Security and by Personnel respectively, within one working day after these envelopes were initially dispatched from the Personnel Office to the Reproduction Division.

CONCURRENCES:

Personnel Office
Administrative Services Office
Inspection and Security Office

[REDACTED]
Advisor for Management

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